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Copy 1 of 1

2 February 1956

MEMORANDUM FOR: Chief, Agency Mail and Courier Service/
Office of Logistics

SUBJECT : Special Courier Service

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REFERENCE :  dated 3 January 1956, same subject.

1. Reference requested special courier service for this Project until 17 February 1956. We would now like to amend this to continue courier service through 29 February 1956 and also change the times for the courier to report to FOB #4, Suitland, Maryland as follows:

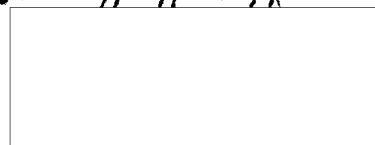
a. First run to report to FOB #4 at 0615 hrs, EST, Monday through Friday.

b. Second run to report to FOB #4 at 1315 hrs, EST, Monday through Thursday. There will be no Friday requirement for this second run.

2. It is requested that the above changes be initiated with the first run for 6 February 1956. The final trip of the old schedule should be at 0830 hrs, EST, Friday 3 February. No trips are required over the weekend of 4 and 5 February, nor for subsequent weekends.

3. We would appreciate your initiating these changes and we will advise you as far in advance as possible if any subsequent changes should be required for Project operational runs.

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PERSONNEL OFFICER

COORDINATED:

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Distribution:

1&2 - Addressee

3

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5 - Admin File

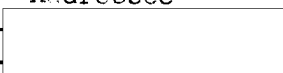
6 - Pers (Adm Gen)

7 - Chrono

8 - Reading

RBW/ht

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